



IMPORTANT INFORMATION

FOR RESIDENT and DHS – IDAHO INDEPENDENT ADJUSTERS REGARDING CONTINUING EDUCATION REQUIREMENTS

This is a follow-up notification to the [announcement made in April](#) regarding the Continuing Education (CE) requirement for Resident and Designated Home State (DHS) – Idaho Independent Adjusters.

At this time, the CE requirement is live and active in our system. As we addressed in the above notification, the implementation of CE for Resident and DHS-Idaho Independent Adjusters is being rolled out based on renewal of your current license.

Below are some scenarios to help you determine when CE is required for your license:

- **Your license expiration date was 7/31/15 and your renewal was processed on or before 6/30/15:**
 - When you visit your [Transcript Inquiry](#), you will see your current CE Status is WAIVED. You **are not required** to complete CE until your 2017 renewal. Any courses taken prior to 7/31/2017 are a) not required for your Independent Adjuster license and b) will not count towards the following renewal period.
- **Your license expiration date was 7/31/15 and your renewal was processed on or after 7/1/15:**
 - When you visit your [Transcript Inquiry](#), you will see your current CE Status is PENDING. You **are required** to complete CE **prior to** your 2017 renewal. Any approved courses taken between the dates 8/1/2015 and 7/31/2017 will count towards fulfilling the CE requirement for your license.
- **Your license expiration date is 8/31/15 or after:**
 - An active CE period will be added for the licensing period following your next renewal. For example, if your license expires on 8/31/15, you will be able to see a PENDING CE status on or after 9/1/15. Please note, you will need to wait until after the expiration date of the old license has passed before the CE period will show when you visit your [Transcript Inquiry](#).
- **Your license was issued (new) on or after 7/1/2015:**
 - When you visit your [Transcript Inquiry](#), you will see your current CE Status is PENDING. You **are required** to complete CE prior to your 2017 renewal. Any approved courses taken between the dates 8/1/2015 and 7/31/2017 will count towards fulfilling the CE requirement for your license.

As a recap, here are a few key points regarding this change:

- You are required to complete 24 hours of CE (with a minimum of 3 hours in the Ethics Category) each two-year renewal period. To see what credits have posted, use the [Continuing Education Transcript Inquiry](#).
- Adjusters must use the [CE Course Catalog](#) to find approved courses.
- Providers are required to upload credits into the license record for tracking purposes.
- CE credits are due prior to the expiration of the license. However, the Department of Insurance strongly urges credits be taken gradually over the two-year license period.
- Although there are Adjuster Courses in the Catalog, it is acceptable to take courses in other categories. The only requirement is at least 3 of those hours must be in the Ethics course category.
- Please refer to the [FAQ section of the Independent Adjuster](#) portion of our website for more information.

For additional information regarding Continuing Education or this rule change, please contact the licensing section at agent@doi.idaho.gov or 208-334-4339.